



# **COURT SERVICES & OFFENDER SUPERVISION AGENCY**

## **VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER:** CJP-06-073 (KS)(DEU)

**JOB TITLE:** Social Services Assistant, GS-186-5/6/7

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** 05/05/06

**CLOSING DATE:** Open Until Filled

First cut off date is 05/11/06, Must be received by 5:00 p.m. EDT  
Cut-offs will occur every week until vacancy is filled

**PROMOTION POTENTIAL:** GS-07

**STARTING SALARY:** GS-05, \$29,604 pa; GS-06, \$33,000 pa  
GS-07, \$36,671 pa

**NOTE:** THIS IS A TERM APPOINTMENT NOT-TO-EXCEED 14 MONTHS. This position is contingent upon the incumbent completing the necessary training and clinical supervision needed to obtain an Addictions Counseling registration within the first 14 months of employment. Failure to obtain the required registration within the appointment time is subject to termination at the end of the 14-month period. Applicants will be required to work shift work.

This entry-level position provides an excellent opportunity to work with offenders and defendants in a treatment readiness environment while obtaining the contact hours needed for substance abuse registration and advanced degrees. Successful completion of the registration requirements may result in appointment to a permanent position.

**WHEN APPLYING FOR THIS POSITION, PLEASE REFER TO THE “HOW TO APPLY” SECTION OF THIS VACANCY ANNOUNCEMENT.**

**THIS VACANCY MAY BE USED TO FILL FUTURE VACANCIES.**

**Social Services Assistant, GS-186-05/06/07 (Multiple), Court Services & Offender Supervision Agency (CSOSA), Community Justice Programs, Re-Entry and Sanctions Center (RSC), Washington, DC.**

**DUTIES:** The incumbent performs duties as a substance abuse counselor in a residential Re-entry and Sanctions Center. Because the defendants and offenders reached at the RSC have extensive substance abuse histories, the Re-entry and Sanctions Center provides evaluation, counseling, treatment readiness, and referral services to treatment facilities. Under the general direction of the Unit Manager, the Social

Services Assistant: conducts initial client intake and evaluations; performs preliminary screenings to identify behavioral types, reaction patterns, and symptoms of acutely ill, alcoholic or drug-addicted clients; and assists the Unit Manager in maintaining security, safety and order. The incumbent facilitates psycho-educational modules that focus on substance abuse. The incumbent maintains accurate progress notes that detail defendants'/offenders' participation and progress in RSC programs and activities. The incumbent provides technical support to RSC case managers and staff by preparing reports, forms and a variety of referral and case management documents. The incumbent assists in developing substance abuse education seminars and workshops; makes referrals that address defendants'/offenders' medical or program needs; and participates in the group and/or individual counseling of defendants and offenders. The incumbent participates in clinical data collection for research activities. Performs other duties as assigned.

**QUALIFICATIONS:** For the **GS-5 level**, applicants must have successfully completed a full 4-year course of study leading to a bachelor's degree that (a) included at least 24 semester hours in criminal justice, psychology, sociology, social work or a related field; or (b) included a major in social behavior, human behavior, or social science or; (c) 1 year of specialized experience equivalent to at least GS-4. **For the GS-6 level**, graduate education or an internship meets the specialized experience required above the GS-5 only in those instances where it is directly related to the work of the position. **For the GS-7 level**, one full year of graduate education meets the requirements for the GS-7 OR the applicant must have 1 year of specialized experience equivalent to the next lower grade level. **Specialized experience** is experience in or directly related to the position to be filled and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. **For the GS-05 level**, observes aftercare counseling and recovery support to offenders/defendants that complete the RSC program in order to prevent relapse. **For the GS-06 level**, assists case managers by researching referral sources to other programs or health care agencies that will meet offenders/defendants' medical or treatment needs. **For the GS-07 level, specialized experience** includes performing preliminary screening of offenders/defendants to identify symptoms of acutely ill alcoholic or drug-addicted offenders/defendants and responds to their needs by securing appropriate medical services. Specialized experience also includes providing basic technical support by preparing reports, plans, forms and a variety of referral and assessment documents for use by Case Managers and other RSC staff. Performs preliminary analysis of information and identifies problems like inconsistencies, unsubstantiated reports, invalid data, etc.

**EVALUATION METHODS:** Applicants will be evaluated according to the extent and quality of their experience, education and training. If you meet the basic qualification requirements, your application/resume will be evaluated against the KSAs required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

**TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.**

**APPLICANTS MUST ADDRESS THE KSAs SEPARATELY AT THE GS-5, GS-6 AND GS-7 LEVELS.**

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (KSAs) FOR THE GS-5:**

1. Knowledge of the concepts, principles and support process related to substance abuse treatment.

2. Ability to gather data and assist others in preparing written documents, forms, reports and notes that detail the client's program progress.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (KSAs) FOR THE GS-6:**

1. Knowledge of the concepts, principles and support process related to substance abuse treatment.
2. Knowledge of the diagnosis and treatment of substance abuse.
3. Ability to gather data and assist others in preparing written documents, forms, reports and notes that detail the client's program progress.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (KSAs) FOR THE GS-7:**

1. Knowledge of the concepts, and principles related to substance abuse treatment.
2. Knowledge of the diagnosis and treatment of substance abuse.
3. Knowledge of the work performed in a therapeutic environment with a diverse group of offenders and/or defendants.
4. Ability to work with individuals to assess their needs, provide quality assistance, make referral recommendations and resolve problems.
5. Ability to prepare written documentation and notes that detail client's needs and program progress.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience and education as they relate to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

**HOW TO APPLY:** It is the candidates' responsibility to include all requested information on the application (whatever form is utilized), and provide all necessary documentation needed to evaluate their qualifications for the position. A complete application must include: (1) an application (i.e., OF-612: Optional Application for Federal Employment, or resume which follows the instructions of the OPM flyer "Applying For A Federal Job" (OF-510). Resume must include the announcement number, title, and grade of job for which you are applying, full name, address, phone number, social security number, name, city, and state of any college and/or university attended, major(s), and type and year of degree(s) received (if no degree received, list total quarter and/or semester hours earned), and employment history with position titles, dates, salaries, duties, supervisor's name, and phone number; (2) responses to the identified knowledge, skills, and abilities listed above; and (3) when applicable, the items requested below.

**CTAP and ICTAP:** If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other

applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Veterans: Veterans claiming 5-point veteran preference must submit a copy of their latest DD-214. Veterans claiming 10-point preference must submit a copy of their latest DD-214 along with a SF-15 form and a letter dated from the Veteran's Administration certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay or other appropriate documentation listed on the application for 10-point veteran preference.

**Applications and all required documents must be received by 5:00 p.m. EDT on the closing date.**

**Mailing Address and Contact:** All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17<sup>th</sup> Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Karen Schmitz on (202) 220-5444 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. EDT on the closing date.

**Email Address:** Applicants may submit applications via email to: [CSOSAjobs@CSOSA.gov](mailto:CSOSAjobs@CSOSA.gov).

**Fax Number:** Applicants may submit documents via facsimile to: (202) 220-5615.

### **OTHER INFORMATION:**

**EMPLOYMENT BEYOND THE 14 MONTH PERIOD IS CONTINGENT UPON THE INCUMBENT COMPLETING THE NECESSARY TRAINING AND CLINICAL SUPERVISION NEEDED TO OBTAIN AN ADDICTIONS COUNSELING REGISTRATION WITHIN THE FIRST 14 MONTHS OF EMPLOYMENT. WITHIN THE FIRST 14 MONTHS OF EMPLOYMENT, THE INCUMBENT MUST: 1) COMPLETE THE NECESSARY TRAINING AND SUPERVISED CLINICAL EXPERIENCE REQUIRED TO OBTAIN AN ADDICTIONS COUNSELOR'S REGISTRATION (RAC) FROM THE DISTRICT OF COLUMBIA'S DEPARTMENT OF HEALTH, HEALTH PROFESSIONAL LICENSING ADMINISTRATION; 2) COMPLETE THE APPLICATION FOR REGISTRATION AND 3) PAY THE REGISTRATION FEES REQUIRED BY THE REGISTERING AGENT FOR THE RAC. FAILURE TO COMPLETE THE REQUIRED REGISTRATION REQUIREMENTS AND OBTAIN AN RAC WILL RESULT IN TERMINATION AT THE CONCLUSION OF THE 14-MONTH TERM APPOINTMENT.**

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a federal agency on August 5, 2000.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment will require completion of a one-year probationary period.

Security Investigation: A preliminary background investigation will be conducted prior to employment that includes a credit check, employment check, and criminal history check, including a urinalysis to detect illegal drug use. Appointment will be subject to the applicant's successful completion on this background security investigation, drug testing and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

**REASONABLE ACCOMMODATIONS:** Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodations will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

**EQUAL OPPORTUNITY EMPLOYER:** Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

**CSOSA is an Equal Opportunity Employer.**